



**DRIFFIELD R.U.F.C.**

Member of The Rugby Football Union and Yorkshire Rugby Football Union  
drufc@aol.com • www.driffieldrufc.co.uk

# **Mini Junior Rugby Coaches, Volunteers and Member's Handbook**

***Our Mission:***

***“To be the best rugby club in the East Riding of Yorkshire at  
all levels”***

***“Driven by Rugby - Run for Rugby”***

## The Management of Mini Junior Rugby

The Executive Committee of the Club has delegated responsibility for the management of rugby to a 'sub-committee' headed by the Director of Mini Junior Rugby. The sub-committee is made up of coaches from all age groups, the Child Safeguarding Officer, the Club Secretary and Fixtures Secretaries.

This sub-committee operates under the constitution of the main club and is affiliated to the Yorkshire Rugby Football Union and the Rugby Football Union and as such the sub-committee is bound by the rules and regulations of the Club and RFU.

The main focus of the sub-committee is the organisation of coaching and fixtures, the allocation of pitches, and the provision and allocation of resources to make sure playing is a positive and well organised activity for everybody.

The sub-committee (known as the Coaches Meeting) meets monthly to discuss issues relating to the business of Mini Junior rugby, usually on the 2<sup>nd</sup> Tuesday in the month.

The Director of Mini Junior Rugby is also a member of the Club Executive Committee ensuring that the interests of mini junior rugby are properly represented within the context of the whole club.

## Club Rules

Drifffield Rugby Union Football Club is fully committed to safeguarding and promoting the well being of all its' members and, in particular, its' young players. The Club believes that it is important for all members, coaches, administrators, volunteers and supporters:

- ◆ to show respect at all times;
- ◆ to be open in their working relationships;
- ◆ to share any concerns that they might have about any aspect of the mini junior rugby;

All persons associated with the Club, including players, are expected to:

- ◆ comply with the rules of the game;
- ◆ respect officials and their decisions;
- ◆ respect opponents and all members of their team, including coaching staff and supporters;

In addition to the above, **players:**

- ◆ **MUST** be at least 6 years old on the day of registration;
- ◆ **MUST** be punctual arriving to training and games or inform their coach if they are going to be late or are unable to attend;
- ◆ **MUST** wear suitable clothing relevant to the activity and conditions at the time;

### For Training

*Boots or trainers (depending upon the nature of the session). Boots should have either molded studs or screw in RFU approved aluminium studs. A training top or rugby shirt and rugby socks.*

### For matches

*A team shirt should be worn, club socks and blue shorts. Boots should be worn for all games in the interest of the health and safety of the players. Any variation from this should be agreed with the coach.*

- ◆ **ARE ADVISED** to wear a suitable mouth guard at all times, both in training and during matches;
- ◆ **MUST** pay the annual subscription fee and subscriptions promptly in accordance with the current payment terms set by the Club which will ensure that they are covered by the terms of the RFU's insurance for players. ***Unless the appropriate fees have been paid, players will not be allowed to participate.***
- ◆ **MUST** be registered with the RFU in accordance with current regulations and will not be allowed to

participate in matches unless they are registered;

- ◆ **MUST** abide by the RFU rules and guidelines for their particular age group;
- ◆ **MUST NOT** smoke, consume alcohol or illegal drugs of any kind on any club premises, whilst travelling to or from any fixture or whilst representing the club in any capacity;

### Club House Rules

- ◆ All muddy clothing and footwear is removed before entering the Clubhouse;
- ◆ All sports bags and other equipment must be stored safely on the ground floor without blocking the stairs or exits;
- ◆ The changing rooms are clean and tidy after use;
- ◆ Toilets **are not** be used as washing facilities by players – please use the changing rooms;
- ◆ Food is only eaten in the designated areas and plates etc tidied away after use;
- ◆ Litter is not left on the rugby field or surrounding area;
- ◆ Children under the age of 13 years are supervised by a parent/guardian at all times;
- ◆ ***Only players, coaching staff and other authorised persons enter the changing rooms at any time;***

### Codes of Conduct

In addition to the above rules, the Club expects the following **Codes of Conduct** to be followed to ensure that the young people at Driffield RUFC are given positive role models in keeping with the spirit of the game. In accordance with the guidance offered by the RFU, the following codes of conduct will apply:

#### **CODE OF CONDUCT FOR CLUB OFFICIALS AND VOLUNTEERS**

At Driffield RUFC we believe that all involved in supporting the development of the game should be guided by consideration of what is ethical and right for the players who fall under our duty of care. To this end all club officials and volunteers:

- ◆ **MUST** consider the well-being and safety of players before the development of performance;
- ◆ **MUST** develop an appropriate working relationship with players based upon mutual trust and respect;
- ◆ **MUST** make sure all training, development and playing activities are appropriate to age, ability and experience of those taking part;
- ◆ **MUST** balance the desire to win with the concept of equality in team selection and time on the park;
- ◆ **MUST** promote the positive aspects of the sport such as fair play;
- ◆ **MUST** display consistently high standards of behaviour and appearance;
- ◆ **MUST** follow all guidelines laid down by the RFU and the Club;
- ◆ **MUST** hold appropriate valid qualifications and insurance cover;
- ◆ **MUST NOT** exert undue influence over players to obtain personal benefit or reward;
- ◆ **MUST NOT** encourage or condone rule violations, violent conduct or the use of prohibited substances or the consumption of alcohol;

#### **CODE OF CONDUCT FOR PLAYERS**

All mini junior rugby players:

- ◆ **MUST** play within the rules of the game related to their age group and respect officials and their decisions;
- ◆ **MUST** respect opponents and all other members of their team whether they win or lose;

- ◆ **MUST** be punctual arriving to training and games or inform their coach if they are going to be late;
- ◆ **MUST** wear suitable clothing relevant to the activity and conditions at the time (see Club Rules);
- ◆ **ARE ADVISED** to wear a suitable mouth guard at all times, both in training and during matches;
- ◆ **MUST NOT** smoke, consume alcohol or illegal drugs of any kind on any club premises, whilst travelling to or from any fixture or whilst representing the club in any capacity;

## **CODE OF CONDUCT FOR PARENTS/CARERS AND SPECTATORS**

We believe that all adults involved in sport whether as coaches, volunteers or supporters at events, represent role models for young people. It is crucial that parents/carers exemplify what is best in the sport by valuing fair play and praising performance and commitment over winning and to this end the Club expects that you:

- ◆ Encourage your child to learn the rules and play within them;
- ◆ Discourage unfair play and arguing with officials;
- ◆ Help your child to recognise good performance, not just results;
- ◆ Never force your child to take part in sport;
- ◆ Set a good example by recognising fair play and applauding the good performance of all;
- ◆ Never punish or belittle a child for losing or making mistakes;
- ◆ Publicly accept official's judgments and decisions;
- ◆ Support your child's involvement and help them enjoy their sport;
- ◆ Use correct and proper language at all times;
- ◆ Provide adequate supervision for your child once the training session or match has finished, both inside and outside of the clubhouse;
- ◆ **DO NOT** encourage or condone rule violations, violent conduct, the use of prohibited substances or the consumption of alcohol;
- ◆ **DO NOT take photographs or make digital recordings during training sessions or matches without the express permission of the lead coach.**

## **Child Protection Statement**

Driffield Rugby Union Football Club believes that rugby union is a sport which is enjoyable and which should have a positive impact on players, both at mini junior and senior levels. It is a sport that should be enjoyed by all young people who wish to take part and it is our intention to provide a climate and environment where young players are protected and kept safe from harm. We will treat all suspicions and allegations of harm or inappropriate behaviour seriously and will respond swiftly and appropriately.

The Club has adopted the guidelines laid down by the RFU and listed below are the key principles that we shall follow when dealing with the welfare of all young players:

- ◆ We shall treat anyone under the age of 18 as a child or young person for the purposes of managing their welfare;
- ◆ We will treat the welfare of all children and young people as paramount;
- ◆ We will ensure that all children and young people, regardless of age, gender, ability, race, religion, ethnic origin, nationality, social status or sexual orientation are able to enjoy the game in an environment safe from abuse of any kind;
- ◆ We recognise that it is the responsibility of child protection professionals to determine whether abuse has taken place but it is everyone's responsibility within the sport of rugby union to report concerns;
- ◆ We will ensure that all suspicions and allegations of abuse are taken seriously and responded to swiftly and dealt with in accordance with our policy 'Managing the Welfare of Young People' and the RFU/RFUW Policies and Procedures;

- ◆ We believe that working in partnership with parents/carers is essential for the protection of all young people;
- ◆ We recognise the roles and responsibilities of statutory agencies in relation to safeguarding young people and promoting their welfare, and are fully committed to complying with the procedures of the Local Safeguarding Children's Boards;
- ◆ We have appointed a Child Safeguarding Officer to ensure that the all procedures are followed;
- ◆ We require all coaches and those involved with mini junior rugby to be checked and cleared by the CRB;

### Prohibited practices for Coaches, managers or volunteers

Coaches, managers or volunteers including all professional staff **must never**:

- a) Take young people to their own home or any other place where they will be alone with them;
- b) Spend any amount of time alone with young people away from others;
- c) Take young people alone on car journeys, however short;
- d) If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge in the Club/governing body and/or a person with parental responsibility for the young person.

In exceptional circumstances where a coach, manager or volunteer **cannot** obtain the consent of someone in charge in the Club/governing body and/or person with parental responsibility for the young person then, if it is in the welfare interest of the young person, paragraphs (a) and (c) do not have to be followed. If this occurs the **adult must record** the occurrence with the Club/governing body welfare officer.

- e) Engage in rough, physical games, sexually provocative games or horseplay with children/young people;
- f) **Take part as a player in any dynamic contact games or training sessions with young people.**  
If there is a need for an adult to facilitate learning within a coaching session through the use of coaching aids e.g. Contact pads, this should be done with the utmost care and with due regard to the safety of the young players;
- g) Share a room with a young person unless the individual is the parent/guardian of that young person;
- h) Engage in any form of inappropriate sexual contact and/or behaviour;
- i) Allow any form of inappropriate touching;
- j) Make sexually suggestive remarks to a young person even in fun;
- k) Use inappropriate language or allow young people to use inappropriate language unchallenged;
- l) Allow allegations by a young person to go unchallenged, unrecorded or not acted upon;
- m) Do things of a personal nature for a young person that they can do for themselves unless you have been requested to do so by the parents/carers.

Please note that it is recognised that some young people will always need help with things such as lace tying, adjustment of Tag belts, fitting head guards. It is also recognised that this does not preclude anyone attending to an injured/ill young person or rendering first aid;

- n) Depart the Rugby Club or agreed rendezvous point until the safe dispersal of all young people is complete;
- o) Cause an individual to lose self esteem by embarrassing, humiliating or undermining the individual;
- p) Treat some young people more favourably than others;
- q) Agree to meet a young person on their own on a one to one basis;

## Positions of Trust

All adults who work with young people are in a position of trust which has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

Sexual intercourse or touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. A consensual sexual relationship between an adult in a position of trust within the rugby setting and a child over 16 years of age is contrary to the Policy and Procedures for the Welfare of Young People in the Sport of Rugby Union.

Adults must not encourage a physical or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care.

All those within the organisation have a duty to raise concerns about the behaviour of coaches, officials, volunteers, administrators and professional staff which may be harmful to the children, young people in their care, without prejudice to their own position.

## Equity Policy Statement

This Club believes that the sport of rugby is unique in that it can allow access to competitive sport to a wide range of players with very different skills and attributes. We believe that it is a sport for all and the playing ethos of the Club promotes the diversity implicit in this policy. We recognise the importance of affording equity, equal opportunity and fair treatment to everybody involved with the Club. To this end, and having regard to the RFU/RFUW Equity Policy, the Club will:

- ◆ ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in rugby at all levels and in all roles,
- ◆ not disadvantage any individual by imposing any conditions or requirements which cannot be justified;
- ◆ provide clear advice and opportunities for training to all those working for or on behalf of the Club;
- ◆ ensure that all those who participate in rugby at all levels and in all roles receive fair and equitable treatment;
- ◆ ensure that anybody working or wishing to work for or on behalf of the Club does not receives less favorable treatment on the grounds outlined in this policy statement;

The Club expects all those acting on behalf of the Club:

- ◆ to adopt to the principles set out in this policy;
- ◆ to actively oppose discriminatory behaviour;
- ◆ to promote equality of opportunity;

Any incidence of discriminatory behaviour or failure to comply with this policy will be treated seriously and may result in disciplinary action being taken in accordance with the procedure set out in our policy on 'Managing the Welfare of Young People' a full copy of which is available at [www.driffieldruffcjuniors.co.uk](http://www.driffieldruffcjuniors.co.uk)

## Procedure for Reporting and Dealing With Concerns about Club Members, Staff, Coaches Other Volunteers and Adult Supporters

Are you concerned about the behaviour or conduct of a member of the Club, a staff member, a coach, volunteer or adult supporter?

↓  
**YES**  
↓

Report the matter immediately to the  
Director of Mini Junior Rugby  
OR  
The Child Safeguarding Officer  
(‘the responsible person’)



If the concern is about the Director of Mini Junior Rugby or the Child Safeguarding Officer, report the matter to the Club Welfare Officer  
OR  
the County Safeguarding Manager  
(‘the responsible person’)



The ‘responsible person’ will take the following action



If the concern relates to potential child abuse:

- Take immediate action to ensure the continued safety of the child (ren) concerned and any other child (ren) who might be at risk;
- Contact the Police and Social Services for advice on how to proceed further;
- Report the matter as above and follow the advice given;
  - Report the matter to the Club Welfare Officer;



If the concern relates to potential ‘poor practice’, a breach of the RFU Codes of Conduct and Guidance or a breach of the Club Rules or Codes of Conduct, the responsible person will undertake a preliminary investigation and assess the seriousness of the matter and then either:

- Deal with the matter informally;
- Refer the matter to the Club Disciplinary Committee which will:
  - deal with the matter, or
  - refer the matter to the RFU for further consideration and action as necessary;



A report of the investigation and outcome will always be sent to the RFU School/Youth Disciplinary Secretary

\*\*See information at back of Handbook for relevant contact details

## An Overview of the Procedure for Dealing with Reported Concerns Regarding Misconduct, Poor Practice or Breach of the RFU Codes of Conduct

Any concerns regarding the conduct of:

- ◆ coaches
- ◆ club members
- ◆ staff
- ◆ other volunteers
- ◆ parents and adult supporters

**must** be reported in accordance with the guidance set out above. The person raising the concern will be asked to put their concern in writing detailing clearly the issues about which they are concerned.

Following the reporting of a concern, the 'responsible person', in consultation with the Child Safeguarding Officer, if necessary and appropriate, will undertake an initial investigation into the matters complained of and may deal with the matter informally if that is considered appropriate. In this situation a written report will be sent to the Club Welfare Officer detailing the action taken.

If the matter cannot be dealt with informally, the matter will be referred to the Club Welfare Officer, a **conduct panel** will be convened and an '**investigating officer**' appointed.

The **investigating officer** will:

- ◆ discuss the matter with all relevant persons, including the individual concerned, in order to obtain a full account of what has happened;
- ◆ ask any witnesses to the incident, if any, to provide a written account of what they saw;
- ◆ make a full written record of the investigation;

Following the investigation, the matter will be referred back to the **conduct panel** for further consideration.

**If the matter is denied**, it will be dealt with in accordance with the RFU Regulations and Guidelines.

**If the matter is admitted**, then the **conduct panel** will determine the level of seriousness and either:

- ◆ deal with the matter informally (low level seriousness);
- ◆ deal with the matter by way of formal sanction (medium and high level seriousness);
- ◆ refer the matter to the RFU for further consideration and action as necessary (too serious);

### **Determining the Level of Seriousness**

The level of seriousness will be assessed taking into account the full facts of the case, including any aggravating or mitigating features, any previous misconduct/poor practice on the part of the individual and whether or not the individual admits or denies the allegation.

**Less Serious (low level)** matters which are admitted, would ordinarily be dealt with informally and advice/guidance offered to the individual concerned about their future conduct. If a training need is identified this will be discussed with the individual and appropriate 'training' provided.

**Serious enough (medium level)** matters which are admitted would ordinarily be dealt with by way of formal sanction. This might include a single incident or a repetition of misconduct/poor practice on the part of the individual who has failed to respond to previous informal interventions.



**So serious (high level)** matters which are admitted would ordinarily be dealt with by way of a more onerous formal sanction. For example (but not exclusively):

- ◆ violent conduct;
- ◆ racist abuse of any nature;
- ◆ abuse of match officials ;
- ◆ repetition of behaviour where the individual has failed to respond to informal advice/guidance and/or formal sanctions imposed previously;

### **Authorisation to Impose Formal Sanctions**

The Conduct Panel is authorised to impose the following formal sanctions:

- ◆ a verbal warning
- ◆ a written warning
- ◆ a final written warning
- ◆ suspension\*
- ◆ expulsion\*

\* These must not be imposed without the approval of the Club Welfare Officer.

### **Dealing with Concerns Raised**

- ◆ Anybody dealing with a concern in relation to the misconduct or poor practice of shall have regard to the guidance provided by the RFU at all times;
- ◆ Any disciplinary hearings will be conducted in accordance with the RFU Disciplinary Rules and Regulations;
- ◆ Any concerns reported and actions taken, whether informal or formal, will be recorded and reported to the Club Welfare Officer, Child Safeguarding Officer, the RFU and such other relevant statutory agency as the investigation may deem appropriate;

## **Dealing with Player Disciplinary Issues - Under 7 to Under 12 Age Groups**

### **General Principles**

Given the young age of some of the players in this age range, it is imperative that all matters involving issues of discipline are dealt with as quickly and as sensitively as possible always remembering that the **welfare of the child concerned is paramount**.

All actions taken against any child must be fair, consistent and reasonable in the circumstances.

Players of this age should be dealt with informally, where possible, and in consultation with a parent/carer. As a general rule all disciplinary matters will be dealt with by the coach in consultation with the match officials and the parent/carer at the time of the incident. Only exceptionally, and after consultation with the Director of Mini Junior Rugby and Child Safeguarding Officer will matters be referred to the Club Welfare Officer for further consideration.

Outcomes of disciplinary actions are **strictly confidential** and must not be reported publicly.

### **Dealing with Issues of Low to Medium Level Seriousness**

Where problems arise on the field of play, match officials and coaches are encouraged to withdraw players from the game rather than have the player dismissed. This should be followed by a discussion with the parent/carer of the child concerned and, if necessary, an informal discussion with the player themselves.

Where necessary, informal advice and guidance regarding future conduct should be given to both the parent/care and the player.

A written record of the incident and action taken must be kept and a copy given to the Director of Mini Junior Rugby or Child Safeguarding Officer (see forms attached). The Club is required to report certain incidents to the RFU County Welfare Manager and this will be done by the Club Secretary if necessary.

### **Dealing with Issues of High Level Seriousness**

On the rare occasion when the behaviour complained of is so serious that it requires a more formal intervention (for example, where there is a pattern of behaviour developing and the player has failed to respond to the informal interventions or where there the behaviour involves a serious level of violence such as biting, deliberate stamping etc), the player should be withdrawn from the field of play by the coach in consultation with the match officials. The matter should then be discussed with the Director of Mini Junior Rugby and Child Safeguarding Officer who will decide whether the matter can be dealt with informally or referred for formal action to be taken (see below). A written record of the incident must be kept and a copy given to the Director of Mini Junior Rugby or Child Safeguarding Officer (see forms attached). The Club is required to report certain incidents to the RFU County Safeguarding Manager and this will be done by the Club Secretary if necessary.

### **Matters Referred for Formal Action**

Where a matter is referred for formal action, it will be dealt with as informally as is possible in all the circumstances and the parents/carer consulted at all times. The player will not be asked, to attend a conduct panel meeting if it becomes necessary to convene one. In these circumstances the parent/carer will be invited to attend on behalf of the child or submit written representations to the meeting.

When deciding on a formal sanction to impose, the advice contained in Appendix 3 of the RFU Disciplinary Rules and Regulations must be taken into account along with the age of the child concerned. This would, in most cases, result in a reduced sanction being imposed. A full report of the investigation, hearing if any and outcome will be sent to the RFU County Safeguarding Manager.

## **Dealing with Player Disciplinary Issues - Under 13 to Under 18 Age Groups**

### **General principles:**

Coaches, match officials and other volunteers, are responsible for ensuring appropriate standards of behaviour are maintained at all times and must report all behaviour which falls below these standards. It is also important to ensure that misconduct occurring before and after the game is dealt with as robustly as that occurring during the game. Standards of behaviour should be enforced at all times, even when the behaviour goes unnoticed by match officials.

Given the age of the players in this age range, it is imperative that all matters involving issues of discipline are dealt with as quickly and as sensitively as possible always remembering that the **welfare of the young person concerned is paramount**.

All actions taken against any young player must be fair, consistent and reasonable in the circumstances and be taken in accordance with the guidelines set out below.

Outcomes of disciplinary action are **strictly confidential** and must not be reported publicly.

## What Needs Reporting?

The guidance from the RFU is clear in respect of dealing with disciplinary matters for players in this age range and sets out circumstances in which it expects Clubs to respond. The following is an overview of those issues which the RFU regard as serious in respect of which the RFU expects Clubs to take the appropriate disciplinary action:

- ◆ dismissal of a player
- ◆ abuse of Officials
- ◆ action which results in the abandonment of the game
- ◆ misconduct contrary to the spirit of the game
- ◆ yellow cards
- ◆ repetitive behaviour where the player has failed to respond to informal interventions

Coaches and match offices **must report all such incidents** to the Director of Mini Junior Rugby or the Child Safeguarding Officer **within 48 hours** of the match ending using the appropriate forms (see attached).

## How Will Disciplinary Matters be Dealt With?

All disciplinary matters for players in these age groups will be dealt with by a **Conduct Panel** convened by the Director of Mini Junior Rugby in consultation with the **Child Safeguarding Officer**.

The **Conduct Panel** shall consist of such persons as it is felt necessary to deal with the matter complained of and will include people with an understanding of junior rugby and who have been CRB checked. The coach and the parent/carer will be involved throughout the process by the Club Secretary who will be responsible for providing administrative support and procedural advice.

The **Conduct Panel** will have regard to the guidance set out in Regulation 10 of the RFU Disciplinary Rules and Regulations when dealing with disciplinary matters.

If the matter complained of is denied, it may be necessary to convene a formal disciplinary hearing. However, this would not be done without full consultation with the Child Safeguarding Officer and the parent/carer.

The **Conduct Panel** is authorised to impose all sanctions as set out in Appendix 3 of the RFU Disciplinary Rules and Regulations as they relate to youth players. Where it is felt necessary to consider greater sanction such as expulsion from the Club, the Club Welfare Officer must be consulted.

A full report of the investigation, hearing if any and outcome will be sent to the RFU County Safeguarding Manager.

## **Health and Safety**

In order to ensure the continued health and safety of all young players:

- ◆ All players must be required to wear appropriate clothing at all times and be encouraged to wear a mouth guard;
- ◆ Coaches and/or match officials must ensure the suitability and safety of footwear worn by players;
- ◆ Coaches must ensure the continued suitability and safety of training equipment and take the necessary action to replace any faulty equipment in a timely manner;
- ◆ Coaches and/or match officials must ensure the suitability of the playing area before training or a match;

- ◆ Coaches must ensure that players required to walk over to the training ground at Kelleythorpe from the Clubhouse and back are supervised at all times by a member of the coaching team;
- ◆ All age groups must have a designated First Aid Officer who is suitably trained to administer emergency first aid;
- ◆ All coaches, volunteers and those involved in the delivery of rugby for young people must undertake an enhanced Criminal Records Bureau check through the RFU;
- ◆ Appropriate training and continuing professional development opportunities are offered to all coaches and volunteers throughout the season;
- ◆ The ratio of adults to young players must be in accordance with the guidance offered by the RFU;

### **Dealing with an Incident**

When dealing with an incident it is important that you:

- ◆ stay calm but act swiftly and observe the situation to assess the risk of further injuries;
- ◆ listen to what the injured person is saying;
- ◆ alert the First Aider Officer as soon as possible;
- ◆ familiarise yourself with the designated First Aid Officers for each age group and if your team's designated officer is unavailable try and secure the assistance of another;
- ◆ in the event of an injury requiring specialist treatment, ensure that the emergency services are contacted;
- ◆ ensure that the rest of the team is adequately supervised;
- ◆ **DO NOT MOVE ANYBODY WITH MAJOR INJURIES – WAIT FOR THE EMERGENCY SERVICES**
- ◆ Contact the injured person's parent/guardian as soon as possible;
- ◆ Complete an incident/accident report form as soon as possible and **ENSURE THIS FORM IS RETURNED TO THE GENERAL MANAGER AND THE MATTER REORTED TO THE DIRECTOR OF MINI JUNIOR RUGBY AND/OR THE CHILD SAFEGUARDING OFFICER WITHIN 24 HOURS.**

## **Rules Relating to Playing Up and Down the Age Groups**

### **Under 7s – 12s Inclusive (Section 6 of the Rugby Continuum)**

A player's age grade is determined by their age at midnight on 31 August at the beginning of each Season.

6.1.1 The age grades are as follows:

- ◆ U 7 and U 8 (stage 1) - both age grades play Mini Tag Rugby to the same rules with qualifications.
- ◆ U 9 and U 10 (stage 2) - both age grades play Mini Rugby to the same rules with specific modifications.
- ◆ Under 11 and 12 (stage 3) - both age grades play Midi Rugby to the same rules.

6.1.3 During the course of each Season, players may only play rugby with other players in their age grade unless they are permitted to play with players from a different age grade under a dispensation.

6.1.4 When participating in Fixtures or Festivals, the Club and/or School must inform the coaches and match officials of opposing teams of any dispensation being applied and identify each player concerned.

### **6.2 Dispensations**

The following dispensations apply as exceptions to the age grade provisions above. The need to ensure that player safety is not compromised when applying any of these dispensations is stressed since players of different age grades/development will be playing together and the duty of care owed to players means it may not always be appropriate to allow a player to take advantage of a dispensation.

### 6.2.1 - Training Dispensation

During internal Club or School training, players may train together and play internal training matches together in the following groups only:

- (a) Under 7 and Under 8 squads;
- (b) Under 9 and Under 10 squads;
- (c) Under 11 and Under 12 squads, although **no Under 13 player** is permitted to train with an Under 11 or Under 12 squad in any circumstances.

### 6.2.2 - RFU Special Dispensation – Playing Down

The vast majority of children, with correct coaching, can play in their correct age grades but in exceptional circumstances, where the safety of the child may be compromised due a developmental disability (physical or behavioural), application may be made to the RFU for an individual dispensation permitting a player to play down one age grade. Such dispensation will last for only one Season. Application for such dispensation should be submitted to the RFU Tournaments & Competitions Director and should be accompanied by documentary evidence or signed statements confirming the player's disability. For the avoidance of doubt, special dispensations to play outside of their true age grade will not be granted to players merely because they appear to have skills inferior or superior to their team mates.

### 6.2.3 - 6 Year Old Player Dispensation

To encourage recruitment, children may enter the Under 7 age grade immediately they attain their sixth birthday. Players aged 6 or over may not however take advantage of this dispensation if it will result in their training or playing with Under 9s playing in an Under 8 team. Clubs and Schools are advised that the introduction of players under the age of 6 into Mini-Midi Rugby squads may invalidate the compulsory insurance cover provided by the RFU for players in those squads and for their coaches and/or match officials.

### 6.2.4 - 12 Year Old Player Dispensation (Playing Up)

In addition to any Team Dispensation, where a School or Club does not have enough players to form an Under 12 squad, Under 12 players may play with an Under 13 side but only with written parental consent. A Club or School may use this dispensation if it has more Under 12 players than are required to complete a squad.

## Under 13s – 18s Inclusive

More detailed information is available in the RFU Handbook at page 407 onwards. A copy of the handbook is available at [www.rfu.com](http://www.rfu.com)

The regulations make it clear that youth rugby players should play in their own age grade unless they fall within the following exceptions:

1. Very talented or physically developed players in the U13; U14; and U15 age grades may play up **one** age grade with appropriate permissions;
2. Those in the U16 and U17 age grades may play up **two** age grades;
3. In very exceptional circumstances, where a young person's safety may be compromised due to a developmental disability (physical or behavioural), that young person may play **down** one age group.

**Note – very exceptional circumstances which need to be formally recorded.** This means the use of over-age players is not likely to be allowed. The majority of the regulations in this section relate to players playing up and there are further guidelines for allowing a player to play up.

When team plays at an age grade it is the **responsibility of that team's Club** to ensure that all the players representing the Club are eligible at that age group. **This responsibility has been delegated in practical terms to the Lead Coach for each age group.**

If it is suspected that the opposing team are fielding over-age players then the Lead Coach should ask for confirmation from the opposition that their players are eligible.

If a team declares in advance that they are fielding over-age players, or if they admit when challenged that they are fielding over-age players **Teams must not agree between themselves to break the regulations** so that the game can go ahead.

In such circumstances the game could be played with reduced numbers as a friendly with players of the appropriate age only taking part. In competitions the Club unable to field an eligible side would forfeit the game. It is hoped that a friendly would still be played to give the eligible players a game. Note players can play up to complete an eligible side.

Playing over-age players other than a very exceptional circumstance as indicated above **may invalidate the compulsory insurance cover** provided by the RFU for players in those squads and for their coaches and match officials.

Coaches should have the passports of players available to be checked against the player at the start of EVERY game so that any concerns about player eligibility may then be resolved.

### **Under 17s Playing with Adults**

No player may play adult rugby (or train with adults) until he has reached his 18<sup>th</sup> birthday except:-

- (a) Players who are 17 may play and train with adults provided they have been assessed as capable of playing with adults. This exception does not apply to playing in the front row where there is an absolute ban on Under 18 players playing in adult rugby.
- (b) Players who are 16, and are England Academy players, may play and train with adults if the RFU Head of Elite Player Development has given his specific written consent on each occasion of playing or training.
- (c) Players of both sexes and all ages may play or train together in non contact variations of the game, provided the organiser has assessed the session as safe for all players.

Permission to play must be obtained from the player's parents or guardian before any person under the age 18 plays adult rugby. This will be done by completion of a 'Consent Form' completed by either The Director of Rugby or Head Coach on behalf of the Club and the parent/guardian. "A sanction for breach of the policy on under 18s is so serious, and could have such far reaching consequences, that sanctions may apply to the whole club, the offending team or culpable individual."

### **Policy Statement Relating To Use Of Photographic and Digitally Recorded Images**

Driffield RUFC recognises the need to ensure the welfare and safety of all young people in rugby. As part of our commitment we will not permit photographs or recorded images of young people to be take or used without the consent of the parents/guardians of the young person. Parents/guardians will be asked to indicate whether or not they consent during the player registration process. From time to time, recorded images may be used for promotional purposes on the Club website or shown during training sessions. The images may be published on the website at [www.driffieldrufc.co.uk](http://www.driffieldrufc.co.uk) or [www.driffieldrufcjuniors.co.uk](http://www.driffieldrufcjuniors.co.uk)

The Club will follow the guidance provided by the RFU for the use of images of young people set out in the RFU Policy and procedures for the Welfare of Young People in Rugby Union and related guidance documents which are available on the RFU website at [www.rfu.com](http://www.rfu.com). The Club will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of rugby.

If anyone becomes aware that these images are being used inappropriately, they should inform the Club's Child Safeguarding Officer immediately. If at any time a parent/guardian wishes to withdraw their consent to the use of such images or wishes to have images of the young player removed from the website, 7 days notice should be given to the Child Safeguarding Officer and the data will be removed.

## **Volunteer Role Descriptions**

### **LEAD COACH**

**Responsible to:** The Director of Mini Junior Rugby

**Responsible for:** Representing and managing the team on behalf of the Club

**Main Duties:**

- ◆ Ensure all players, coaching staff and team volunteers are aware of the RFU/Club Rules and relevant Codes of Conduct and demonstrate appropriate standards of behaviour at all times.
- ◆ Ensure prompt and appropriate action is taken to enforce any breaches of the rules and/or codes of conduct, including the timely completion of the appropriate documentation.
- ◆ Ensure that rugby is provided in a way which promotes the Club's Equity Policy Statement.
- ◆ Ensure that appropriate health and safety standards are maintained, including the completion of an appropriate risk assessment and the prompt reporting of all incidents using the appropriate documentation.
- ◆ Ensure that all rugby sessions are supervised by a sufficient number of suitably qualified persons, are properly planned and are age appropriate.
- ◆ Ensure that all players have completed the club registration documentation and paid the fee.
- ◆ Ensure that players are correctly registered with the RFU where necessary and arrange for the safe keeping of player registration cards.
- ◆ Ensure that all players are correctly dressed for each session.
- ◆ Ensure the appropriate use of club kit provided to the team and its prompt return at the end of the season if required.
- ◆ Ensure effective communications between all players and parents.
- ◆ Represent the team at all Mini Junior Rugby meetings and liaise with the Director of Mini Junior Rugby in the event that any of these duties cannot be undertaken.
- ◆ Undertake appropriate training courses, including relevant CPD training.

### **ASSISTANT COACH**

**Responsible to:** The lead coach

**Responsible for:** Assisting the lead coach in the delivery of rugby

**Main Duties:**

- ◆ Assist the lead coach in the delivery of rugby in accordance with the main duties set out above.
- ◆ Take responsibility for any function delegated by the lead coach in accordance with instructions given.
- ◆ Undertake appropriate training courses, including relevant CPD training.

### **NOMINATED TEAM FIRST AID OFFICER**

**Responsible to:** The Director of Mini Junior Rugby

**Responsible for:** The provision of first aid for relevant age group at all training sessions, matches and festivals, both home and away.

**Main Duties:**

- ◆ Risk assess all activities to determine appropriate level of first aid provision.
- ◆ Ensure provision of First Aid during incidents and that emergency procedures are followed.
- ◆ Ensure First Aid equipment is functional and kit is stocked.
- ◆ Complete incident/injury reports where necessary in line with RFU regulations.
- ◆ Promote the welfare of all club members in accordance with RFU policy (e.g. management of concussion injuries).

**MATCH OFFICIAL ABUSE INCIDENT REPORT  
SEASON 2009 – 2010**

**To be despatched to John Sheppard, County Safeguarding Manager  
within 7 days of completion of the match by Club Secretary**

**MATCH OFFICIAL'S NAME:** \_\_\_\_\_ **DATE OF INCIDENT:** \_\_\_\_\_

**FIXTURE:** \_\_\_\_\_ **v** \_\_\_\_\_

**GRADE:** \_\_\_\_\_ **VENUE:** \_\_\_\_\_

**PERSON / S RESPONSIBLE FOR ABUSE:** (Please Indicate)

**Player**  **Coach**  **Club Official**  **Spectator**

NAME / S including DOB (if known) AND CLUB / TEAM OF PERSON / S RESPONSIBLE FOR ABUSE:

LIST NAMES AND CLUB / TEAM OF ANY WITNESSES TO THE INCIDENT:

**NATURE OF ABUSE:** e.g. **Physical**  **Verbal**  **Other**  (Please indicate)

DESCRIBE DETAILS OF THE INCIDENT: (Use reverse of form if necessary)

**MATCH OFFICIAL'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>Forward to:</b>	<b>Director of Mini Junior Rugby/Club Secretary</b>	<b>Mandatory and immediately</b>
	<b>John Sheppard, County Safeguarding Manager</b>	<b>Mandatory (Club Secretary)</b>
	<b>Secretary CB Referees Society</b>	<b>Yes/No</b>
	<b>NRDO</b>	<b>Yes/No</b>





**DRIFFIELD RUGBY UNION FOOTBALL CLUB**

**INCIDENT/ACCIDENT REPORT FORM**

Site where incident/accident took place.....

Name of person in charge of session/competition.....

Name of injured person.....

Club.....

Date of Birth.....

Address of injured person.....

.....Tel No.....

Date and time of incident/accident.....

Nature of incident/accident.....

.....

.....

Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, eg training game, getting changed etc.....

.....

.....

Give full details of the action taken following the incident/accident, including any first aid treatment and the name(s) of the first aider(s).....

.....

.....

.....

.....

Were any of the following people contacted:

- |                 |                              |                             |
|-----------------|------------------------------|-----------------------------|
| Police          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Ambulance       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Parent/Guardian | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session etc)

.....  
.....  
.....

**Declaration of person completing the form:**

I confirm that to the best of my knowledge, all of the above facts are a true and accurate record of the incident/accident.

Signed.....Dated.....

Please print name.....

**Signature of parent of guardian (if present):**

Signed.....Dated.....

Please print name.....

**PLEASE ENSURE THIS FORM, ONCE COMPLETED IS RETURNED TO THE CLUB MANAGER AND THE MATTER REORTED TO THE DIRECTOR OF MINI JUNIOR RUGBY AND/OR THE CHILD SAFEGUARDING OFFICER.**

Revised July 2009

## Rugby Union Coaching Health and Safety Checklist –

Venue		Date	
Group		Session topic	
Coach (es)			

### Checklist

Location of the venue's Health and Safety policy?	
Location of the nearest telephone?	
Location of nearest First Aid Kit?	
Name of appointed First Aider?	

Please tick  to confirm that the following items have been checked:

All equipment is safe and appropriate	<input type="checkbox"/>
The playing area and facilities have been checked for actual or potential hazards	<input type="checkbox"/>
A register of participants has been maintained	<input type="checkbox"/>
Participant's previous experience established	<input type="checkbox"/>
Participant's clothing, footwear, eyeglasses and jewellery checked as appropriate	<input type="checkbox"/>

Please tick  to confirm that the following have been explained to participants:

Health and Safety procedures	<input type="checkbox"/>
The rules of the facility/venue/session	<input type="checkbox"/>
Any potential hazards	<input type="checkbox"/>
The emergency procedures	<input type="checkbox"/>

Signed		Date	
--------	--	------	--

## SCHEDULE OF SENIOR PLAYERS SUPPORTING MINI AND JUNIOR TEAMS

AGE GROUP	NAME	NAME	NAME
Under 7s	Alasdair McClarron		
Under 8s	Alasdair McClarron		
Under 9s	Simon Hornby		
Under 10s	John Butler		
Under 11s	James Iveson		
Under 12s	Will Ollett		
Under 13s	Jeremy Harrison		
Under 14s	James Holland	Colin Lucas	Luke Thompson
Under 15s	As and when needed		
Under 16s	Travis Plumridge		
Under 17s	Craig Gray		

## DRIFFIELD RUCF MINI JUNIOR RUGBY OTHER RELEVANT CONTACT INFORMATION

POSITION	NAME	HOME	MOBILE	EMAIL
<b>Club Chairman</b>	Andrew Kitching	01377 229373	07951 833211	<a href="mailto:beckkeepers@hotmail.com">beckkeepers@hotmail.com</a>
<b>Director of Mini Junior Rugby</b>	Andrew Chapman	01377 236696	07970 074297	<a href="mailto:chappie@spottybot.freereserve.co.uk">chappie@spottybot.freereserve.co.uk</a>
<b>Club Secretary</b>	Karen Clark	01377 255818	07791 420404	<a href="mailto:kjclark22@aol.com">kjclark22@aol.com</a>
<b>Club President</b>	Steve Cooper	01377 270538	-	<a href="mailto:stevecooper53@hotmail.co.uk">stevecooper53@hotmail.co.uk</a>
<b>Director of Membership</b>	Adrian Harrison	-	07786 444363	<a href="mailto:harrison.wansford@tiscali.co.uk">harrison.wansford@tiscali.co.uk</a>
<b>Club Welfare Officer</b>	John Leason	01377 254036	07980 066147	<a href="mailto:johnleason@tiscali.co.uk">johnleason@tiscali.co.uk</a>
<b>Child Safeguarding Officer</b>	Malcolm Bell	01377 252538	07921 290611	<a href="mailto:sherwood6@hotmail.com">sherwood6@hotmail.com</a>
<b>Mini Rugby Fixtures Secretary</b>	Richard Burton	01377 252415	07917 088920	<a href="mailto:richard.burton@ucscivils.co.uk">richard.burton@ucscivils.co.uk</a>
<b>Junior Rugby Fixtures Secretary</b>	Dave Stephenson	01262 420294	07774 416630	<a href="mailto:d.stephenson@farmway.co.uk">d.stephenson@farmway.co.uk</a>
<b>County Safeguarding Manager</b>	John Sheppard	-	07801 537130	<a href="mailto:oldshep@talktalk.net">oldshep@talktalk.net</a>